



Solicitation Information
March 12, 2015

Request for Information # 7549407

TITLE: Installation of Electric Vehicle Charging Stations at Private Institutions and Non-Profits - Regional Greenhouse Gas Initiative 2014 Plan

Submission Deadline: April 10, 2015 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Tuesday, March 24, 2015 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference RFI # 7549407 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Gail Walsh
Chief Buyer**

Applicants must register on-line at www.purchasing.ri.gov.

NOTE TO APPLICANTS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS:

The Rhode Island Office of Energy Resources (“OER”) will be soliciting applications for funding of Level II electric vehicle charging equipment (“EVSE”) at private institutions and non-profit entities. The scope of work is described herein.

Funding for these grants is available through the “2014 Plan for the Allocation and Distribution of Regional Greenhouse Gas Initiative Auction Proceeds.” The 2014 Allocation Plan provides One Hundred and Twenty Five Thousand Dollars (\$125,000) for the installation of EVSE through a competitive grant process.

Funding for this activity is being provided under the Regional Greenhouse Gas Initiative Act. Terms and Conditions of this funding are pursuant to the “Rules and Regulations for the Allocation and Distribution of Regional Greenhouse Gas Initiative Auction Proceeds,” available at www.energy.ri.gov/rggi/.

This is a Request for Information (RFI). No award will be made as a result of this solicitation.

1. Potential vendors are advised to review all sections of this RFI carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submission.
2. The State invites feedback from the community on any portion of this RFI.
3. Alternative approaches and/or methodologies to accomplish the desired or intended results of this solicitation are solicited.
4. All costs associated with developing or submitting responses to this RFI, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for any costs.
5. Responses misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
6. Respondents are advised that all materials submitted to the State for consideration in response to this RFI will not be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island. The responses may only be released for inspection upon RFI once an award of a subsequent procurement has been made, as long as the release will not place the State at a competitive disadvantage in its sole discretion.
7. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFI.

8. Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified and non-classified services of the state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email Raymond.lambert@doa.ri.gov.
9. The Respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 574-8253 or charles.newton@doa.ri.gov or visit the website at www.mbe.ri.gov. Upon tentative selection, all applicants are required to submit an MBE plan to the MBE office and shall demonstrate good faith efforts to achieve MBE participation.
10. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).

SECTION 2 - REQUEST FOR INFORMATION

1. Requirements and Deadlines for Questions and Responses

a. Questions concerning this RFI may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this RFI. Please reference **RFI # 7549407** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this RFI. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit questions to the Division of Purchases. **No other contact with State parties regarding this RFI should be attempted.** Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases may not be considered.

b. Responses

Submit one (1) original and two (2) copies, and one (1) electronic copy of responses by the date and time stated on page one of this RFI. Submissions should be single spaced on 8 ½" by 11" pages with 1" margins using Times Roman 12 font.

Responses (an original plus two (2) copies and one electronic copy) must be mailed or hand-delivered in a sealed envelope marked **RFI# 7549407 Installation of Electric Vehicle Charging Stations at Private Institutions and Non-Profits - Regional Greenhouse Gas Initiative 2014 Plan to:**

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Responses received after the above-referenced due date and time will not be considered. Responses misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will not be considered.

Responses faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

SECTION 3 - PURPOSE OF THIS REQUEST FOR INFORMATION

In accordance with the RGGI 2014 Plan, the OER intends to issue an RFP for private businesses and non-profits to install EVSE. A proposed Project Description, Threshold and Evaluation Criteria and Evaluation Process and Award are described below. The purpose of this RFI is to collect information and insight from interested parties about the strengths and limitations of the proposal as written and to obtain recommendations for alternative approaches.

SECTION 4 - PROJECT DESCRIPTION

Eligible Applicants

Any private institution or non-profit entity located in Rhode Island. Eligible applicants must employ at least ten (10) employees and will have to demonstrate a commitment to implementing clean energy measures through the recent or pending installation of renewable generation projects (including, but not limited to, renewable projects funded by Commerce RI, Renewable Energy Fund or the Department of Energy – American Reinvestment Recovery Act) and/or investments in energy efficiency that, at minimum, offset the expected new load from the EVSE. Renewable installations already in-service and installed on or after January 1, 2010 will qualify under this criteria. Renewable installations with a demonstrated pending in-service date on or before December 31, 2015 will also qualify under this criteria.

Participating entities will also be required to demonstrate how their company or organization is supporting or will support workplace/workforce adoption of clean energy transportation. Such efforts may include, but are not limited to, the integration of electric (EV) and plug-in hybrid

electric (PHEV) vehicles into company fleets and/or the establishment of employee incentives to encourage the purchase of electric vehicles as a commuting vehicle.

If an employer has multiple sites across Rhode Island, the employer is eligible to submit an application for each location provided they meet all threshold criteria. A separate application must be submitted for each individual EVSE installation and facility site.

Eligible Equipment

Level 2 charging stations that can meet a broad range of EV and PHEV charging options. Entities may purchase EVSE models that are commercial grade wall/ceiling/light post mounted or free standing pedestal units to be installed in parking garages, surface parking lots, or curbside parking. The applicant must demonstrate adequate power supply (or the intent to upgrade power supply).

Eligible Expenses

The grant award may only be used for hardware and necessary installation costs (including required permits). These costs should be detailed, by category, in the project proposal.

Ineligible Expenses

Ineligible expenses include, but are not limited to, administrative expenses related to the development of proposals in response to this funding opportunity. Salaries and wages of employees managing proposal implementation on behalf of the participating private institution or non-profit institution will not be funded unless such costs are clearly demonstrated to be necessary for the installation of the EVSE. The OER reserves the right to make such determination and reject proposals not consistent with this clause.

Funding Availability

A total of One Hundred and Twenty Five Thousand Dollars (\$125,000.00) is available through this announcement. The number and amount of awards will depend on the number and quality of applications received during the competitive application process.

Individual awards will cover no more than fifty (50) percent of total eligible expenses (hardware and installation) with a maximum award of Seven Thousand Five Hundred Dollars (\$7,500.00) per site location.

If an eligible applicant has multiple facilities across Rhode Island, the applicant is eligible to submit an application for each facility location provided they meet the threshold criteria. In this instance, an individual eligible private institution or non-profit entity may receive multiple awards, up to a total award of Thirty-seven Thousand Five Hundred Dollars (\$37,500.00).

The awarding of grants shall be at the sole discretion of the OER.

Project Schedule

All projects must be completely installed and operational within sixty (60) days of the award.

Reporting Requirements

Grant recipients may be expected to comply with reasonable data requests made by the OER related to the usage of the EVSE. Such information may be utilized by the OER for public reporting purposes.

Disbursement Process

*Funding for this program will be provided as a direct, non-repayable grant with payment made upon demonstration that the project is one hundred (100) percent **complete and operational**. For projects with pending renewable or efficiency installations, final payment will not be issued until the pending projects are completed. The applicant must submit all project invoices for review by OER. The OER reserves the right to inspect all projects funded through this announcement prior to making any payment.*

SECTION 5 - THRESHOLD AND EVALUATION CRITERIA

Threshold Criteria

In order for an application to be considered and evaluated for funding under this program it must:

- *Be complete;*
- *The applicant must employ at least ten (10) employees at a single location;*
- *Detail the estimated/anticipated electrical load from the EVSE;*
- *Provide documentation of a recently installed or pending installation of a renewable energy project or investments in energy efficiency projects that, at a minimum, will offset the expected new load from the EVSE. If such projects were funded, either in part or in whole, by state and/or federal programs (i.e. Rhode Island Renewable Energy Fund, ARRA), the applicant should note this and provide supporting details as to when the project was funded and from which source;*
- *Demonstrate how the company or organization is currently supporting or will support workplace/workforce adoption of clean energy transportation;*
- *Describe who will install the EVSE and provide evidence of their qualifications; and*
- *Demonstrate that there is adequate power supply at the location where the EVSE will be installed.*

Evaluation Criteria

All projects that meet the minimum threshold criteria will be competitively evaluated based on the following metrics and weighting:

- For recently installed or pending renewable energy projects: annual actual or projected energy output of the installed or pending system (kWh). For recently installed or pending energy efficiency measures: annual actual or projected facility electrical savings (kWh). (25%)*
- Workplace/workforce adoption of clean energy transportation. (25%)*
- Total cost of the proposed EVSE project. (50%)*

SECTION 6 - EVALUATION PROCESS AND AWARD

OER shall review and competitively evaluate all of the applications. The State reserves the right to select no proposals for any reason or if the responses do not meet a sufficient standard based on the evaluation criteria. The State reserves the right to waive any minor irregularities or informalities in a proposal as it determines or to allow Respondents to correct them, and to accept or reject any Proposal or portion thereof, and to enter into any agreement deemed to be in the best interest of Rhode Island. The State reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project. The State reserves the right to seek additional information from any and all Respondents including but not limited to requests for clarifications and interviews.

The OER will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

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